

Department of General Services  
Records Management Division  
**RECORDS RETENTION and DISPOSAL SCHEDULE**

Schedule No.  
971-13-4

Page 1 of 3

Agency  
Maryland State Police

Division/Unit  
Quartermaster Division

Item No.	Description	Retention
	This schedule supersedes schedule 971-12-3 in its entirety.	
13-00	<u>MSP 42 Log</u> Contains a list of all documents issued on a form MSP 42 (Receipt or appraisal of orders, memoranda and manual revisions.	Retain five years, then destroy
13-01	<u>ANNUAL FORMS INVENTORY</u> Contain copies of the Annual Forms Inventory for Quartermaster Division forms forwarded to the Forms Control Officer.	Retain five years, then destroy.
13-02	<u>BID LIST</u> A bid list of qualified vendors previously maintained by the Quartermaster Division was replaced with the electronic system the State maintains under E-Maryland Market Place.	Not applicable.
13-03	<u>CONTRACT FILES</u> Contains copies of contracts awarded by Department of General Services, Department of Budget and Management, Department of Information Technology, and the Maryland State Police to selected vendors.	Retain three years after the contract expires, then destroy.
13-04	<u>DELIVERY RECEIPTS</u> Delivery receipts are to be attached to the back of the Purchase Order on items received at the Quartermaster Division.	Retain for three years after the contract expires, then destroy.
13-05	<u>DELIVERY SCHEDULE</u> Contains copy of the Quartermaster Division delivery schedule for barracks, divisions and installations.	Retain current year and one additional year, then destroy.
13-06	<u>DONATIONS TO ORGANIZATIONS</u> Contains receipts of property donated to organizations.	Retain ten years, then destroy.
13-07	<u>EXCESS PROPERTY DECLARATION</u> Contains copies of DGS 95009 Excess Property Declarations for equipment to be salvaged.	Retain for three years following disposal, then destroy.

Approved by Department, Agency, Division or Unit Representative

Date: December 28, 2011

Signature:

Type Name: Thomas L. Vondersmith, Jr.

Title: Department Records Retention & Disposal Schedule Manager

Schedule Authorized by State Archivist

Date: 1/10/2012

Signature:

Department of General Services  
Records Management Division  
**RECORDS RETENTION and DISPOSAL SCHEDULE**  
(Continuation Sheet)

Schedule No.  
971-13-4

Page 2 of 3

Item No.	Description	Retention
13-08	<p><u>FEDERAL 1033 PROGRAM</u> Contains all records and correspondences related to the Federal 1033 Program. Maintained according to the Department of Defense guidelines. Records are never destroyed.</p> <p>The Maryland State Police coordinates this program for all the law enforcement agencies in Maryland. The items received through this program are never owned, never destroyed, or never given away by an agency. When a law enforcement agency no longer wants an item, the item must be returned to the Federal Government. An inventory is kept on every item.</p>	Maintained according to Department of Defense guidelines.
13-09	<p><u>FEDERAL 1122 PROGRAM</u> Contains all records and correspondences related to the Federal 1122 Program. Records are never destroyed.</p> <p>The Maryland State Police coordinates this program for all the law enforcement agencies in Maryland. The items received through this program are never owned, never destroyed, or never given away by an agency. When a law enforcement agency no longer wants an item, the item must be returned to the Federal Government. An inventory is kept on every item.</p>	Maintain according to Department of Defense guidelines.
13-10	<p><u>MSP FORM 111 ISSUED EQUIPMENT AND CLOTHING</u> Contains alphabetical arrangement of form MSP 111 Issued Equipment and Clothing by employees of the Maryland State Police.</p>	Retain for three years after termination of employment, then destroy.
13-11	<p><u>ORGANIZATIONAL CHARTS</u> Contains copies of organizational charts for the Quartermaster Division</p>	Retain current chart and past charts for one year, then destroy.
13-12	<p><u>PERSONNEL ORDERS</u> Contains copies of Personnel Orders generated by Human Resources Division. These orders are used to track equipment (badges, weapons) and to update 111 files when employees leave employment with the Maryland State Police.</p>	Retain one year, then destroy.
13-13	<p><u>PHYSICAL INVENTORY</u> Contains copies of yearly inventory results for Warehouse Supplies.</p>	Retain ten years, then destroy.
13-14	<p><u>PURCHASE ORDERS</u> Contains copies of Purchaser Orders issued for supplies, services and contracts.</p>	Retain Purchase Orders for supplies for three years, contracts for five years, and services for five years and until audited, then destroy.
13-15	<p><u>RECEIPT FOR TIRES</u> Contains unique form 13-6 Quartermaster Division Receipt for Tires used by Motor Vehicle Division when returning used tires taken off of Department vehicles to the Quartermaster Division.</p>	Retain three years, then destroy.
13-16	<p><u>REQUISITION FILES</u> Contains copies of requisitions and related paperwork for supplies/equipment issued.</p>	Retain three years, then destroy.

Department of General Services  
Records Management Division  
**RECORDS RETENTION and DISPOSAL SCHEDULE**  
(Continuation Sheet)

Schedule No.  
971-13-4

Page 3 of 3

Item No.	Description	Retention
13-17	<u>RETIREMENT BADGE ISSUANCE RECORD</u> Contains unique form 13-4 Retirement Badge Issuance Record for all retired uniformed personnel who are issued retirement badges.	Retain for twenty years, then destroy.
13-18	<u>SALVAGED TIRES</u> Contains all paperwork related to the selling of used tires.	Retain three years, then destroy.
13-19	<u>S.E.R.O. ISSUANCE LOG</u> Contains unique form 13-3 SERO Issuance Log which reflects all SERO (Safety Equipment Repair Orders) books issued to outside law enforcement agencies.	Retain one year, then destroy.
13-20	<u>UNIQUE FORMS</u> Contains copies of unique forms used only by the Quartermaster Division.	Retain until revised or no longer needed, then destroy.
13-21	<u>VENDOR PERFORMANCE REPORTS</u> Contains copies of Vendor Performance Reports for vendors used by the Maryland State Police.	Retain three years, then destroy.
13-22	<u>EQUIPMENT LOSS/DAMAGE REPORT</u> Contains copies of form MSP 195 for lost and damaged equipment.	Retain sensitive equipment (badges, guns, and vests) for 10 years, then transfer to the State Archives. All others retain three years, then destroy.
13-23	<u>SPECIFICATIONS</u> Contains copies of specifications for equipment/supplies purchased by MSP.	Retain current specifications, review annually and destroy if no longer pertinent.
13-24	<u>MANUALS</u> Contains manuals for equipment used at the Quartermaster Division.	Retain until equipment is no longer used then transfer with equipment, or destroy if equipment is destroyed.